

Admission (specified amount)

Name of court County Court Business Centre Online Court	
Claim No.	
Claimant (including ref.)	
Defendant	

Your response must be received by the court by 4pm on

Or

If you have asked for more time to respond on the **Acknowledgment of service – OCPN9** form. Your response must be received by the court by 4pm on

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When to fill in this form

- You are admitting all of the claim
- You are admitting part of the claim. (You should also complete the Defence form - OCPN9B).

How to fill in this form

- Tick the correct boxes and give as much information as you can. Then complete the Statement of Truth. If necessary provide details on a separate sheet add the claim number and attach it to this form.
- If you wish to make an offer of payment complete box 11. If you make no offer the claimant will decide how much and when you should pay.
- If you are not an individual, you should ensure you attach a financial statement showing your companies profit, loss, assets and liabilities to support any offer of payment made in box 11. Ensure you tick the correct box and complete sections 1, 9 (if applicable) and 12. If you are a Limited Company, the claimant is under no obligation to accept your offer.

Where to send this form

- If you wish to **pay in full**, you must send the payment direct to the claimant to the address given in the claim form.
- If you **admit the claim** send this form to the address below.
- If you **admit part of the claim** send this form with the completed defence form OCPN9B to the address below.

Online Court
County Court Business Centre
St Katharine's House
21–27 St. Katharine's Street
Northampton
NN1 2LH

Contact HMCTS

If you need help completing these forms please phone xxxxxxxx

How much of the claim do you admit?

- ☐ I admit the full amount claimed as shown on the claim form
or
☐ I admit the amount of £

1. Personal details**Surname****Forename**☐ Mr ☐ Mrs ☐ Miss☐ Ms ☐ Married ☐ Single☐ Other
(specify)**Date of birth**

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Address**Phone no.****2. Dependants** *(people you look after financially)***Number of children in each age group**

<input type="text"/> under 11	<input type="text"/> 11-15
<input type="text"/> 16-17	<input type="text"/> 18 & over

Other dependants
*(give details)***3. Employment**☐ **I am employed as a**

My employer is

Jobs other than main job *(give details)*☐ **I am self employed as a**Annual turnover is £ ☐ **I am not** in arrears with my national insurance contributions, income tax and VAT☐ **I am** in arrears and I owe £

Give details of:

(a) contracts and other work in hand

(b) any sums due for work done

☐ **I have been unemployed for** years months☐ **I am a pensioner****4. Bank account and savings**☐ **I have a bank account**☐ The account is **in credit** by £ ☐ The account is **overdrawn** by £ ☐ **I have a savings or building society account**The amount in the account is £ **5. Residence****I live in** ☐ my own house ☐ lodgings☐ my jointly owned house ☐ council accommodation☐ rented accommodation

6. Income

My usual take home pay (*including overtime, commission, bonuses etc.*)

£	per
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Income support

£	per
---	-----

Child benefit(s)

£	per
---	-----

Other state benefit(s)

£	per
---	-----

My pension(s)

£	per
---	-----

Others living in my home give me

£	per
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Other income (*give details below*)

	£	per
	£	per
	£	per

Total income £ per

7. Expenses

(*Do not include any payments made by other members of the household out of their own income*)

I have regular expenses as follows:

Mortgage (*including second mortgage*)

£	per
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Rent

£	per
---	-----

Council tax

£	per
---	-----

Gas

£	per
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Electricity

£	per
---	-----

Water charges

£	per
---	-----

TV rental and licence

£	per
---	-----

HP repayments

£	per
---	-----

Mail order

£	per
---	-----

Housekeeping, food, school meals

£	per
---	-----

Travelling expenses

£	per
---	-----

Children's clothing

£	per
---	-----

Maintenance payments

£	per
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Others (*not court orders or credit debts listed in boxes 9 and 10*)

	£	per
	£	per
	£	per

Total expenses £ per

8. Priority debts

(This section is for arrears only. Do not include regular expenses listed in box 7.)

Rent arrears	£	per
Mortgage arrears	£	per
Council tax/Community Charge arrears	£	per
Water charges arrears	£	per
Fuel debts: Gas	£	per
Electricity	£	per
Other	£	per
Maintenance arrears	£	per

Others (give details below)

	£	per
	£	per

Total priority debts £ per

9. Court orders

Court	Claim No.
	£ per
	£ per
	£ per

Total court order instalments £ per

Of the payments opposite, I am behind with payments to (please list)

10. Credit debts

Loans and credit card debts (please list)

	£	per
	£	per
	£	per

Of the payments opposite, I am behind with payments to (please list)

11. Offer of payment

☐ I can pay the amount admitted in full on

or

☐ I can pay by monthly instalments of £

If you cannot pay immediately, please give brief reasons below

12. Declaration

I declare that the details I have given are true to the best of my knowledge

Signed

Date

Position or office held (if signing on behalf of firm or company)